NEW HAMPSHIRE

Coordinator Implementation Handbook

SAT School Day

General Information

The New Hampshire Department of Education (NHDOE) is providing the SAT® with Essay to all students in spring 2022. The Essay is required for all students.

Digital testing is now required for all schools. Schools can choose between different testing windows. Be mindful of spring breaks when choosing your administration.

American Institutes for Research (AIR) has become Cambium Assessment, Inc.™ (CAI). Digital testing is delivered using the CAI Test Delivery System, which New Hampshire districts are already familiar with.

This implementation handbook applies for the administration of the state-provided SAT School Day for spring 2022 only.

Our top priority is the health and safety of students and educators. As the covid-19 pandemic continues to evolve, we will monitor the situation and provide any necessary updates as spring test dates draw nearer.

	Primary Digital Administration	**Makeup Digital Administration**
Primary Testing Window	March 23–25 and 29–30, 2022	April 13–15 and 19–20, 2022
Accommodated Testing Window	March 23–April 5, 2022	

Using This Guide

This guide provides information about key activities required to prepare for your SAT School Day administration. Topics include:

Getting Assistance

- **Customer Service:** SAT School Day Support, 855-373-6387 or **schooldayassessments@collegeboard.org**.
- **Digital Team:** College Board offers support and digital resources for the digital SAT at **https://digitaltesting.collegeboard.org/**.
- **NHDOE Website**: Helpful resources, including a checklist for test coordinators and other key dates.

Updates and Reminders for 2021-22

College Board has made the following changes for this school year:

1. For the latest updates to policy, please see **sat.org/covid19**.
2. In order to improve flexibility for students and educators on test day, testing staff may give students testing over 1 day up to a 30-minute lunch break between Section 4 and the Essay. This policy does not apply to students taking the SAT without Essay or students who are testing over 2 days.
3. Schools can start testing earlier and/or later than usual and split their students across multiple testing groups:
   a. All requirements for timing and breaks still apply, and all testing must be completed within the same school day (unless students are approved for a multiday testing accommodation).
   b. No group of students can begin testing after another group has completed the test.
   c. Mobile phones may be returned to exiting groups of students as they complete testing only after the last group of students has begun testing.
   d. Schools can use flexible start times when testing groups of students taking the same assessment or taking different assessments.
   e. Local health and safety guidelines may require that only a limited number of students may access the restroom or hallways at a time. In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion. You may allow students to consume snacks and drinks while standing behind their desks (away from test materials).
   f. Assign rooms for separate overlapping testing groups in different areas of the school building to limit contact between students.
4. For proctors administering the assistive technology–compatible (ATC) format, we have provided standalone scripts for use in the testing room. The test coordinator or SSD coordinator will download and print a copy of the applicable script for each ATC room, based on the timing accommodations of students in the room. The standalone scripts also include specific ATC instructions and a timing chart.

Establishing Schools for Testing

NHDOE will provide a list of all schools (including out-of-district schools) participating in the spring administration to College Board and will work with schools to confirm school-level information for the spring SAT administration. College Board will reach out to principals and coordinators in September with a survey to obtain school information such as testing dates.

Attending Institution (AI) Codes

All participating schools will need a valid 6-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Most test coordinators will receive email confirmation of their school's AI code in December/January. The AI code connects student data to schools and is used when returning testing materials.

Unique Testing Situations

Off-Site Testing

Most schools will use their building as the test location. However, if you need more space or, for example, your school is a virtual school, coordinators can request an off-site testing location. To request an off-site location:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.
2. Gather all required information for submission of your off-site request. You'll need your school information and AI code, off-site testing location name and address, and contact information for the off-site coordinator(s). You will submit the online off-site testing form, **http://www.sat.org/offsiterequest** with the required information. You will receive email confirmation of your off-site request once your form is submitted.
   a. A separate form must be completed for each off-site location being used for your test administration.
3. Complete your off-site requests no later than midnight ET, January 21, 2022.
4. College Board will work with test coordinators requesting off-site testing locations to ensure the location meets requirements. If necessary, we'll contact test coordinators to make recommendations to improve security and to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site request in time for test day.
5. Digital off-site testing must conform to the digital testing policies and requirements, including using school owned devices that meet system and technical specifications.

Notes:

- Each off-site's test coordinator is responsible for ensuring that the test location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the coordinator manual.
- Off-site test coordinators are also responsible for knowing which students are testing at their location.
- Email communications for the test administration will be sent to the primary AI test coordinator.
- Test materials will be shipped to the AI location. The test coordinators at the primary AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location.

Expelled Students

If a student is expelled and is not allowed at school to take the SAT, the school can submit an off-site request (see above) to test this student at another location, such as the central office. If the expulsion occurs after the submission deadline, submit the request as soon as possible.

Out-of-District Placements

Students attending an out-of-district placement are required to participate in the New Hampshire SAT School Day. NHDOE will register all students using the data received from the districts through i4see. Please ensure that data for all students in your district is accurate and up to date. Testing materials will be sent directly to the out-of-district placement location. Out-of-district coordinators should work with the out-of-district schools to ensure the out-of-district school is prepared to administer the assessment to eligible students. Students attending a school outside of New Hampshire are eligible to participate. They must test in the paper/pencil mode only. College Board will reach out directly to out-of-state schools to create orders for test materials.

Homeschooled Students

Homeschooled students must reach out to the local high school by March 4, 2022, if they want to take the SAT School Day. Districts must enter homeschool students into i4see and ensure that student information is accurate so that the student can be registered digitally. If a homeschooler is not in i4see, they can't test. Work with the student and family to let them know where and when to report on test day, what to bring, and what not to bring. Homeschooled students must provide a photo ID when they report to test. The Department of Education will register the students for the SAT if they are identified in i4see. Homeschooled students should use "00000000" as their student ID when testing.

Identifying and Preparing Testing Staff

Creating a College Board Professional Account

The SAT coordinator and the SSD coordinator must have a College Board professional account to access tools for the administration.

To create an account, go to **collegeboard.org**, click **Sign up**, and follow the instructions. An educator needs to create an account only once. In most cases, a one-time access code will be provided.

Identification of Testing Staff

Testing staff may not be recruited if they have any of the following conflicts of interest:
- They have taken any College Board test within 180 days of the school day administration.
- They are engaged in any paid, private SAT test preparation. This doesn't include teaching course content and test familiarization as part of the regular school coursework.

If a staff member has a child or member of their household taking the SAT School Day at any test site during the same testing window, they must not take a role in which they will have access to test books before test day. At a minimum, this includes the roles of test coordinator, SSD coordinator, and backup test coordinator. In cases where this policy isn't followed, the related student's scores are subject to invalidation.

Never assign a proctor or other support staff to administer the test to a member of their family. If a staff member administers the test to their own child or other member of their household, the scores will be invalidated, and the student will require a makeup test.

Testing Staff Roles and Responsibilities

Schools are responsible for identifying an SAT test coordinator, a backup SAT test coordinator, an SSD coordinator, proctors for each testing room, a technology coordinator, and room and hall monitors. College Board will not collect contact information for proctors or monitors.

Although the SAT test coordinator is responsible for coordinating the administration for all students, the SAT test coordinator, technology coordinator, and SSD coordinator must work together to ensure that the test day and environment for students with disabilities is planned for and administered effectively.

Role	Responsibility	Identify to College Board?
SAT test coordinator	Responsible for coordinating the SAT administration for all students.	Yes
Backup test coordinator	Responsible for coordinating the SAT administration if the SAT test coordinator is not available.	No
SSD coordinator	Responsible for requesting accommodations and working with the SAT test coordinator to coordinate the SAT for students with disabilities.	Yes
Proctor	Responsible for conducting a secure, valid administration in the testing room.	No
Room monitor	Responsible for assisting the proctor with activities and monitoring students in the testing room.	No
Hall monitor	Responsible for monitoring the hallways on test day.	No
Technology coordinator	Responsible for managing all technical aspects of the digital SAT.	Yes

Training

Training is required each year for all testing staff who have access to testing materials. A link will be sent to SAT test coordinators about six weeks before test day to access the training. The link can be shared with other test day staff, such as the SSD coordinator and proctors. Other test day staff complete the online training as required by the NHDOE.

Manuals

Printed manuals for administering the digital SAT will be shipped approximately 4–6 weeks before test day and will be available at **https://digitaltesting.collegeboard.org/**.

Manual Title	What's Inside
Digital SAT Coordinator Manual	Used by the SAT test coordinator; gives complete instructions for preparing your school and staff for SAT testing.
Digital SAT Standard Testing Manual	Used by the proctor; gives instructions for testing students who are testing without accommodations and students testing with accommodations that may be administered in the standard testing room.
Digital SAT Accommodated Manual	Used by the proctor; gives instructions for testing students with accommodations in nonstandard testing rooms.

Ordering Materials

Do **not** place orders directly with College Board in the test ordering site for SAT spring materials for the primary test window.

For the spring administration, NHDOE will preidentify all eligible public school students for SAT School Day using the College Board bulk registration tool. The pre-ID file helps report accurate student accounting back to NHDOE and creates registrations in the Test Information Distribution Engine (TIDE) for the digital SAT with Essay.

NHDOE will submit multiple files to update TIDE. **It is very important that your enrollment information is correct in i4see for NHDOE to submit an accurate file.**

Scenario	Pre-Identification	Implications
Student enrolled as of mid-January in i4see.	Included in the first registration file submitted by NHDOE.	Student will be loaded into the CAIdigital platform.
Student enrolled between mid-January and April in i4see.	Included in subsequent registration files submitted by NHDOE. Timelines for additional files will be posted to the NHDOE SAT webpage.	Student will be loaded into the CAIdigital platform.

Private Schools in New Hampshire

Private schools are eligible to administer the SAT; however, since student information is not in i4see, the NHDOE cannot include these students in their pre-ID submission. Each private school that is participating will submit their own pre-ID file. College Board will reach out to private schools directly with details.

Testing with Accommodations and Supports

Requests for accommodations for the SAT are submitted by the designated SSD coordinator in College Board's SSD Online system. Requests for College Board–approved accommodations can be submitted as soon as a school has its AI code. **Requests must be submitted by the school that will test the student.**

When requests are submitted, students can receive approval for accommodations by College Board; this results in a college and scholarship reportable score. State-allowed accommodations (SAAs) are also available to students. However, schools and students should be aware that SAAs will result in scores for the students, but the scores received are **not** reportable to colleges or scholarship programs. The window to request SAAs opens in January of each year.

College Board–Approved Accommodations	State-Allowed Accommodations (SAAs)
Once approved, can be used for all College Board assessments.	Only available for NHDOE-provided SAT.
Result in a score that is reportable for college and scholarship programs.	Result in a score for the student and the school; but is not reportable to colleges or scholarship programs.
Requested in SSD Online, go through a review process.	Requested in SSD Online and are automatically approved.
Some accommodations (e.g., permission for food/medication) can be administered in the standard testing room. Other accommodations (e.g., extended time) must be administered in separate rooms from the standard rooms.	Must be administered in separate testing room(s).
Meant for students with documented disabilities that need accommodations for use on the SAT.	Meant for students whose accommodation needs cannot be granted by College Board.
Depending on the accommodation, will either test on the primary test day or in the accommodated testing window.	Can test in the accommodated testing window.

Certain accommodations require students to test on the primary test day. Other accommodations will allow the school to schedule test day(s) during an accommodated testing window. The Nonstandard Administration Report (NAR), available approximately 30 days prior to the primary test day, will specify when students will test.

Once approved, students remain so for College Board–approved accommodations for all other College Board assessments, including AP® Exams. If a student's Individualized Education Program (IEP) or 504 plan changes, the SSD coordinator can modify the requested accommodations in SSD Online.

The digital SAT will be accessible to students testing with accommodations. Some of the accessibility features are universal and available to all students, while other features require approval or setup by the test coordinator. The universal tools available for the digital SAT include: bookmark/mark for review, embedded calculator (Math - Calculator section only), global notepad, highlighter, line reader, strikethrough/option eliminator, and zoom in/out. For students already approved for College Board accommodations in the paper testing mode, a new request is not required. These students will be provided an equivalent accommodation for digital testing.

It is expected that all students will test digitally. Only students who have an accommodation requiring a paper/pencil test explicitly stated in their IEP or 504 can test on paper. No paper test books will be sent to schools testing digitally unless specifically requested. For students with approved accommodations who need to test in paper format, you must request materials by contacting SAT School Day Support and selecting the option for SSD.

Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator accesses and prints the NAR and assists the SAT test coordinator in determining testing rooms and staff needed for administering the SAT with accommodations. All test settings in TIDE must be set prior to test day for students testing with accommodations or English learner supports.

Administering Accommodations

The manuals contain information about different timing configurations for each section and breaks depending on the approved accommodations for each student. Below are some common configurations and the duration of each. It's important to note that the times listed are only the time the student takes on the test (including breaks); more time needs to be scheduled in the day to account for administrative activities, such as passing out test books and reading directions.

SAT with Essay

	Day 1 (Including Breaks)	Day 2 (Including Breaks)
Standard Time	4 hours, 7 minutes	Not applicable
Standard Time with Extra Breaks	4 hours, 22 minutes	Not applicable
Standard Time with Extended Breaks	4 hours, 15 minutes	Not applicable
Time and One-Half (Math only)	4 hours, 58 minutes	Not applicable
Double Time (Math only)	5 hours, 37 minutes	Not applicable
Time and One-Half (Reading)	3 hours, 24 minutes	2 hours, 50 minutes
Double Time (Reading)	4 hours, 25 minutes	3 hours, 42 minutes
Scribe (automatic time and one-half)	3 hours, 24 minutes	2 hours, 50 minutes
Text-to-Speech – Read Test Only	3 hours, 24 minutes	2 hours, 50 minutes
Text-to-Speech – Read Test and Graphics	4 hours, 25 minutes	3 hours, 42 minutes

English Learner (EL) Supports

English learners will be able to utilize EL supports for the spring 2022 SAT School Day. These supports include the use of an approved word-to-word bilingual dictionary, translated test directions, and time and one-half. Students can use one or any of these supports in combination. Students will receive college reportable scores when any of these supports are used. These supports are not currently available for the national, weekend administrations of the SAT.

Use of an approved word-to-word bilingual dictionary:
- List includes approximately 100 approved dictionaries.
- Use of dictionary does **not** require approval by College Board.
- The approved list is available at **https://collegereadiness.collegeboard.org/pdf/sat-sd-college-board-approved-glossaries.pdf**

Use of translated test directions:
- Translated test directions will be available in PDF format. Schools must print the directions for students; no printed test directions will come with test materials.
- Use of translated test directions does **not** require approval by College Board.
- Translations will be available in February 2022 to print.

Use of time and one-half:
- Students will receive time and one-half on each section of the SAT. Students must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
- Although not an accommodation, EL students requiring time and one-half will need to be identified in SSD Online. Students will be automatically approved, and no supporting documentation is required. Schools will also need to update the student's test settings in TIDE.
- EL students using time and one-half can be tested with other students with accommodations testing with the same timing.

Planning for Material Shipments

All materials to support digital testing will arrive 4–6 weeks before test day. The shipment will include items such as:

- Copies of each manual:
  - *Digital SAT Coordinator Manual*
  - *Digital SAT Standard Testing Manual*
  - *Digital SAT Accommodated Testing*
- *SAT Student Guide for Digital Testing*
- *Digital Testing Room Quick Start Guide*
- Irregularity Report (IR)

Preadministration Session

A preadministration session should be scheduled ahead of test day for students to complete the following:

- Demographic portions

- Submit their 4 free score reports; and,

- Practice using the digital platform.

This session is estimated to last approximately 45–60 minutes if all information, including the completion of the optional questionnaire. More information about administering the preadministration session will be included in the *SAT School Day Coordinator Manual*.

New Hampshire law requires that parental consent be provided before students can fill out the optional questionnaire. Districts can gather this consent in a number of ways. College Board has provided a consent form that can be used if your district does not already gather consent in another form. This form is available on the New Hampshire SAT website at **https://www.education.nh.gov/instruction/accountability/sat.htm**.

The optional questionnaire for SAT School Day allows students to provide information about themselves, their high school experiences, and their plans for college, as well as to request their four free score sends. In addition, students, with parental consent, may opt in to the free, voluntary Student Search and complete the optional student questionnaire. Students now also have the option of completing these tasks at home online using their personal College Board account.

In addition, schools should collect consent from parents for students who wish to opt in to Student Search and complete the optional questionnaire.

- Consent is only required to opt in to Student Search and the questionnaire. Students can still take the SAT without completing the questionnaire.
- Follow your district or school policy for collecting consent. Schools and districts may opt to use the consent forms provided by the College Board or may choose to use their own. Parental consent should be collected prior to the preadministration session.
- If a parent does not return a consent form, the school should proceed assuming that the student/parent did not consent to opting in to Student Search and the student questionnaire.
- Consent forms should remain at the school until the student graduates and do not need to be returned to College Board.

Prior to the preadministration session, distribute an *SAT School Day Student Guide* to each student. The *SAT School Day Student Guide* provides information to students about the features of the SAT, what the SAT measures, how the SAT is scored, resources to help students prepare, College Board programs, College Board terms and conditions, and details about Student Search.

Plan to schedule the preadministration session with students after allowing enough time forstudents to review the *SAT School Day Student Guide* with their parents. We recommended dividing up students between those who have consent for Student Search and those who do not when conducting the preadministration session. The preadministration scripts will provideguidance on how to conduct the session based on parental consent.

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